



## **Macclesfield Silk Heritage Trust**

**Job Title:** Museum Learning Assistant (Casual)

### **Job Purpose**

*To support The Trust's vision of a heritage offer that inspires visitors through unique collections and remarkable buildings; that finds contemporary connections with an extraordinary story of creativity, industry and enterprise; that contributes to telling the town's story as part of the regeneration of Macclesfield.*

This role delivers education workshops in the Silk Museum, Paradise Mill and the Victorian School Room in the Old Sunday School, as part of our Key Stage 1 and 2 schools' programme. You will receive training in our existing sessions, which you will deliver independently and with colleagues in the team. There will also be opportunities to develop new sessions related to our collections and sites.

The role is focussed on delivery during the academic year, however it may also include additional hours to support other engagement and outreach events throughout the year.

Museum Learning Assistants play an important part in the Silk Heritage Trust's Learning & Engagement work, by helping us to:

- Meet income targets for school bookings as part of the team delivering a dynamic and creative learning offer that meets the needs of schools across Macclesfield, Cheshire East and beyond.
- Develop relationships with teachers and schools through consultation and CPD to inform learning programmes, loan boxes, resources and displays
- Develop and deliver an engaging and popular informal learning offer

Wider duties include following and supporting safeguarding responsibilities of the museum, including child protection and health and safety procedures. You will act as an ambassador for the museum during all sessions as part of the team.

**Responsible to:** Museum Curator

**SALARY:** £8.21 per hour (including pro-rata holiday pay)

**HOURS OF WORK:** Variable – as and when required

**Location:** Silk Museum & Paradise Mill, Old Sunday School, Macclesfield

### **Key Areas of Responsibility**

To assist in the delivery of a comprehensive formal and informal learning service:

- Developing and delivering workshops focussed on the core offer of Ancient Egypt, Victorians, World War II, and the Silk Industry
- Contributing to the development of an expanded Learning programme and resources, which relate to national curriculum topics including Technology, Numeracy and Literacy
- Developing and promoting Schools' Loan Boxes and other resources

To be responsible for the logistics of delivering individual school visits and workshop sessions:

- Preparing and clearing away relevant resources
- Meeting and greeting groups and overseeing visits, being aware of and responding to health and safety and safeguarding issues
- Assisting with familiarisation visits for teachers, volunteers, staff, specialist groups, etc.
- Visiting schools and community venues to deliver outreach programmes as appropriate.
- Assisting with informal learning activities, including occasional weekend events.

To support the museum’s profile as relevant to existing, new and diverse audiences through:

- Helping to ensure that the learning programme reflects priorities of the national curriculum
- Assisting with the promotion of learning programmes to help generate schools’ bookings
- Keeping up-to-date with developments to ensure the museum embraces best practice in museum learning

To feel part of the development of a flexible organisation through:

- Supporting the implementation of new administrative and management processes
- Keeping abreast of new technology in particular computerised systems and be prepared to undertake agreed training
- Undertaking other duties as required and as commensurate with the level of responsibility.
- Performing all tasks in line with the museum's Equal Opportunities, Environmental, Health and Safety, Data Protection and GDPR policies

Where the post-holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be pursued.

**Background**

The Macclesfield Silk Heritage Trust is a company limited by guarantee (2182687) and a registered charity (519521). It is dedicated to preserving and curating the cultural and industrial history of Macclesfield in the Northwest of England. The Trust is the custodian of buildings and historic collections of local, national and international significance, and is responsible for ensuring the public have the best possible access and engagement opportunities with these treasured assets. The Trust is governed by an active group of Trustees who work closely with a dedicated team of staff and volunteers.

**PERSON SPECIFICATION**

<p><b>Experience</b></p>	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>• a commitment to working with a wide range of teachers, artists, community groups, SEN groups, young people, children and adults</li> <li>• an open interpersonal style</li> <li>• effective team working</li> </ul> <p>Experience of :</p> <ul style="list-style-type: none"> <li>• Delivering living history, social history, archaeology, craft, science technology or art learning activities</li> <li>• Delivering lively and engaging schools’ programmes with clear learning outcomes that meet the requirements of the National Curriculum</li> <li>• Working with museum collections in inventive and creative ways</li> <li>• Working with schools, particularly early years, primary KS1 and KS2</li> </ul>
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	<ul style="list-style-type: none"> <li>• Teaching and working with a range of audiences, including the delivery of formal/informal workshops</li> <li>• Preparing and leading formal/informal learning sessions</li> <li>• Encouraging students and/or families to learn in a variety of ways and encouraging intergenerational learning</li> </ul> <p>Working independently, as well as part of a team</p>
<b>Qualifications</b>	<p>Excellent standard of general education  A Teaching or Museum qualification is desirable</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of local and social history.</li> <li>• Practical skills in art, craft, drama, storytelling or music.</li> <li>• Excellent communication and organisational skills and able to relate to a wide range of people.</li> <li>• Ability to undertake independent research on relevant topics to enhance delivery.</li> </ul>
<b>Training</b>	<p>Willingness to undertake training to deliver learning programmes and for improved delivery systems</p>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for history, science, archaeology, story-telling, digital learning, arts and museums.</li> <li>• Excellent team player.</li> <li>• Commitment to providing a quality service.</li> <li>• Reliable, punctual and conscientious.</li> </ul>
<b>Other</b>	<p>Able to work occasional weekends and cover absence.</p>